

***USAREUR Regulation 690-99**

Civilian Personnel

Time and Attendance Reporting and Control for Local National Employees in Germany

English Translation of USAREUR Regulation 690-99

1 July 2001

***This regulation supersedes USAREUR Regulation 690-99, 26 October 1993,
and rescinds AE Form 690-99C and AE Form 690-99D.**

For the Commander:

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Summary. This regulation establishes policy and procedures for recording, controlling, and reporting pay-related time and attendance information. The German version of this regulation is the governing document.

Summary of Change. This revision--

- Incorporates all changes in tax and social insurance laws, and changes to the Collective Tariff Agreement II (CTA II) that have occurred since November 1993, as they relate to time-and-attendance reporting. This revision also includes all notices concerning changes in procedures as well as additions, deletions, and changes to the *Datenerfassungs- und -übermittlungsverordnung* (German Data Registration and Transmission Act) and pay codes issued since November 1993.
- Makes use of the USAREUR Local National Time and Attendance Program (ULNTAP) mandatory for all timekeepers in Germany.
- Changes the internal-control system provisions and checklist to the management-control provisions and management-control evaluations checklist.

Applicability. This regulation applies to local national employees in Germany who are--

- Employed by the U.S. Forces under the provisions of the CTA II, except for personnel employed by the U.S. Air Force and its serviced tenant activities. For the purpose of this regulation, U.S. Forces include the Army and Air Force Exchange Service, Europe (AAFES-Eur); the Armed Forces Recreation Center; and the European Stars and Stripes.

- Paid from appropriated or nonappropriated funds.

NOTES:

- The term “local national employees” as used in this regulation includes USAREUR civilian-support employees.
- The terms “civilian personnel advisory center” and “Civilian Personnel Operations Center” used throughout this regulation do not apply to AAFES-Eur. The Commander, AAFES-Eur, may use internal forms and establish internal systems and procedures for meeting the intent of this regulation, including all policy requirements.

Supplementation. Commanders will not supplement this regulation without CG, USAREUR/7A (AEAGA-CP), approval.

Forms. This regulation prescribes AE Form 690-99A-R (Record of Exceptions to Regular Pay and Attendance), AE Form 690-99B (German Time and Attendance Report), AE Form 690-99E-R (Request for Additional Leave Entitlements Under the Severely Handicapped Act (SHA) (*Antrag auf Zusatzurlaub nach dem Schwerbehindertengesetz (SchwbG)*)), AE Form 690-99F (Daily Record of Work Performed Under Especially Severe Conditions (*Tagesnachweis von Arbeiten unter besonders erschwerten Bedingungen*)), AE Form 690-99G (Request for Annual Leave/Absence With Pay (*Urlaubsantrag*)), AE Form 690-99H (Annual Leave and Absence Record), and AE Form 690-99J (Claim Record and Voucher for One-Day Duty Travel and Duty Trips (*Forderungsnachweis und Abrechnung über eintägige Dienstreisen und -fahrten*)). USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Suggested Improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A (AEAGA-CP, 375-2551). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGA-CP, Unit 29351, APO AE 09014.

Distribution. B (UPUBS). This regulation is available only in electronic format.

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Glossary

SECTION I
GENERAL

1. PURPOSE

This regulation--

- a. Establishes policy and procedures for accurate and timely payment of salaries and wages.
- b. Establishes procedures for recording, controlling, and reporting time and attendance (T&A) information.
- c. Provides information for controlling local national (LN) payroll costs.
- d. Provides management-control provisions and a management-control-evaluation checklist (app A).

2. REFERENCES

- a. Federal Child Care Allowance Act.
- b. Mother Protection Law.
- c. Severely Handicapped Act.
- d. Social Law Book V.
- e. UR 600-437, Accommodations and Subsistence.
- f. UR 690-61, Labor Management Relations--Local National (LN) Employees in Germany.
- g. UR 690-67, German Labor Laws.
- h. UR 690-68, Payments in Case of Transfer or Appointment of Employees/*Leistungen bei Versetzung oder Einstellung von Arbeitnehmern* (only Germany).

i. UR 690-69, Local National Employment Policy in the Federal Republic of Germany--Tariff Implementation and Overtariff Conditions.

j. UR 690-84, Reduction in Force--Local National Employees in Germany (English Translation of USAREUR-Regulation 690-84).

k. UP 690-60/USAFE Pamphlet 40-31, Tariff Agreements That Apply to Persons Employed by the U.S. Forces in Germany (English Translation).

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary explains abbreviations and terms.

4. POLICY

T&A documents for LN employees must be prepared and sent in strict compliance with regulatory and tariff provisions. This will--

- a. Ensure payments are accurate and timely.
- b. Prevent fraud.
- c. Provide for labor costs control.

5. RESPONSIBILITIES

a. Management officials will--

- (1) Ensure supervisors understand the importance of accurately preparing and promptly submitting T&A information.
- (2) Require supervisors and timekeepers to participate in T&A classes.
- (3) Correct deficiencies in LN T&A reporting.
- (4) Ensure that organizations have the appropriate computer equipment necessary to automate T&A reporting.

(5) Establish a distribution system that ensures timely submission of T&A data to the servicing civilian personnel advisory center (CPAC) or its branch offices for distribution of T&A related documents to the Administration of Defense Costs (ADC).

b. Supervisors will--

- (1) Ensure that properly functioning computer equipment is available for entering T&A data.

(2) Ensure information is entered accurately in the USAREUR Local National Time and Attendance Program (ULNTAP) and T&A documents are prepared accurately and submitted in a timely manner to the responsible CPAC or its branch office. This will allow for a timely submission of T&A reports and supporting documents to the ADC. Appendix A is a checklist that may be used to review T&A preparation procedures before an audit.

(3) Review T&A information and documents for correctness and compliance with appropriate regulations before sending them to the ADC.

- (4) Contact the responsible CPAC for advice on policy and procedures.
- (5) Maintain AE Form 690-99H (Annual Leave and Absence Record) to control annual leave.
- (6) Respond promptly to ADC inquiries about T&A information.
- (7) Send timekeepers to T&A classes offered by the responsible CPAC.
- (8) Ensure that timekeepers do not maintain their own T&A reports.

(9) Control and report T&A information on subordinates who are on temporary duty (TDY).

c. CPAC chiefs will--

(1) Help management officials effectively control T&A operations and point out problem areas.

(2) Conduct T&A classes for supervisors and timekeepers.

(3) Help supervisors prepare T&A input and documents when requested.

(4) Electronically transmit automated T&A information from serviced employing organizations.

(5) Conduct periodic audits of T&A operations (app A).

6. SIGNATURE AUTHORITY

a. Signature authority will be delegated in writing for automated and manually prepared T&A documents and advance notification. The written delegation of signature authority for T&A documents will be kept on file with the T&A records at the employing organization.

b. The number of authorized officials should be kept to a minimum. This will allow control and reduce the risk of falsification. Authority should not be delegated lower than the second-line supervisor or branch chief.

c. Officials who have been given signature authority must contact their servicing CPAC for advice and assistance if they have any doubt about any entry on the T&A report. They must not sign a T&A report until every question is answered.

d. Supervisors will not sign their own T&A reports.

e. Timekeepers may not sign their supervisor's T&A reports.

f. Special provisions for works council members are in paragraph 7.

g. The signature on the T&A report must be handwritten. Use of a facsimile stamp is prohibited.

7. WORKS COUNCILS

T&A documents for works council members who are released part-time or full-time from their regular duties for performing works council functions will be signed by the chiefs of the agencies employing the works council members (UR 690-61). T&A documents for clerical personnel assigned to works councils will be signed by the chairman of the works council.

8. GERMAN DATA REGISTRATION AND TRANSMISSION ACT CALENDAR AND PAY CODE ENTRIES

Both the *Datenerfassungs- und -übermittlungsverordnung (DEÜV)* (German Data Registration and Transmission Act) Calendar and pay codes are recorded in the ULNTAP or on AE Form 690-99A-R (Record of Exceptions to Regular Pay and Attendance) and AE Form 690-99B (German Time and Attendance Report). (Appendixes B and C explain these codes.)

a. Under German law, the ADC must report occurrences shown in the *DEÜV* Calendar to German social insurance carriers. The ADC, therefore, must use the codes in this regulation.

b. The ADC computes employee salaries and wages based on pay code entries. Every event affecting pay must be reported in those columns.

c. Table 1 shows the relation between *DEÜV* and pay codes.

9. FORMS

a. The printouts produced with the ULNTAP will be used instead of AE Form 690-99A-R and AE Form 690-99B. Manual T&A reporting is authorized only as a contingency measure (outlined in app D) if, due to technical problems, access to an automated system was not available anywhere in the area. If automated systems are not available, typewriters may be used to complete the forms. Manually reported data will be entered into the ULNTAP as soon as the application can be accessed again.

Table 1 DEÜV and Pay Codes		
DEÜV:	Pay code:	Reason:
1	No entry	Appointment during the month.
2	No entry	Separation effective during the month.
+	No entry	Death of employee (when death occurred during the month).
A	180	Paid sick absence.
C or 3	105	Leave without pay.
D or 4	105	Strike.
E or 5	105	Absent without leave.
F	105	Unpaid sick absence.
G	105	Maternity leave (protection period)
H	105	Military service, reserve exercise, or substitute service.
I	105	Parents leave.
K	105	Caring for a sick child (Social Law Book V, Art 45).
M	No entry	Prohibition of employment of expectant mothers (Mother Protection Law).
O	No entry	Administrative leave to take care of a sick family member (Collective Tariff Agreement II (CTA II), Art 28, para 1b(3)).
R	180	Absence due to injury on the job or injury on the way to or from work.
S	190	Additional leave for severely handicapped employees.
T	180	Cure leave.
U	190	Annual leave, current calendar year.
V	190	Annual leave, previous calendar year.
X	No entry	Transfer or reassignment of employee to another activity during the month (entered by gaining activity).
Z	No entry	Transfer or reassignment of employee from another activity during the month (entered by losing activity).
9	105	Temporary disability retirement pay or expiration of pay entitlement from health insurance carrier.
0	102	Unpaid or unauthorized absences of less than 1 whole day.

b. Annual leave will be requested and approved using AE Form 690-99G (Request for Annual Leave/Absence With Pay (*Urlaubsantrag*)), section A. Administrative leave will be requested using AE Form 690-99G, section B.

c. Employees will use AE Form 690-99E-R (Request for Additional Leave Entitlements Under the Severely Handicapped Act (SHA) (*Antrag auf Zusatzurlaub nach dem Schwerbehindertengesetz (SchwbG)*)) to request additional leave if they have been recognized under the SHA by the responsible German authority (UR 690-67).

d. AE Form 690-99J (Claim Record and Voucher for One-Day Duty Travel and Duty Trips (*Forderungsnachweis und Abrechnung über eintägige Dienstreisen- und -fahrten*)) will be used for 1-day duty travel. The form provides the documentation for timekeepers to use when making ULNTAP entries of kilometers traveled, miscellaneous expenses, as well as duration of the daily absence. As an exception, when free meals are provided during a 1-day travel, the free meals will be entered on AE Form 690-99J. AE Form 690-99J will be proof of payment for the ADC. Entries concerning the 1-day travel will not be made in the ULNTAP. The completed and signed AE Form 690-99J will be sent to the ADC.

10. DISPOSITION

ULNTAP history disks, signed printouts and supporting documents, e-mail messages, forms, and advance notifications will be kept on file for 2 years after the end of the respective fiscal year at the employing agencies. They will then be destroyed unless they are needed as evidence in a grievance or court case.

11. BUNDESPOST SERVICES

Pay-related documents may be mailed to the ADC using *Bundespost* (German post) services according to USAREUR official mail policy.

SECTION II

ADVANCE NOTIFICATION TO THE ADMINISTRATION OF DEFENSE COSTS

12. PURPOSE

Advance notification must be sent immediately to the ADC to report events that might result in an overpayment or underpayment of an employee. Appendix B lists reportable events (except annual leave).

13. COMPLETION

a. Timekeepers will complete advance notifications using the format in figure 1. Timekeepers will send these notifications on the day a reportable event, as listed in appendix B, occurs or becomes known. Annual and additional leave for severely handicapped personnel (codes S, U, and V) need not be reported.

b. The notification must be prepared in an original and one copy using the format in figure 1. The original will be sent to the ADC and the copy will be kept in the files of the employing organization.

Advance Notification

ADC Identifier _____

Payroll Number _____

Employee Name _____

Employee Number _____

Effective (note 1) ____/____/____ through (note 2) ____/____/____
DD / MM / YY DD / MM / YY

Reason (note 3) _____

____/____/____
DD / MM / YY

Signature

*Figure 1. Format for Advanced Notifications

***This format will be used only as a guide; it will not be printed, reproduced, or stocked.**

NOTES: 1. Enter the first full day of absence. For new hires, transfers, reassignments, and separations (codes 1, X, Z, 2, and +), enter the actual date of appointment, transfer, reassignment, or separation.

2. Enter date of the last full day of absence. If the absence is only for 1 day, leave the “through” field blank.

3. Use the same codes as for the *DEÜV* Calendar (app B). Do not report annual or additional leave (codes S, U, and V).

14. SUBMISSION TO THE ADMINISTRATION OF DEFENSE COSTS

The following methods are available:

- a. The employing organization sends the information to the ADC by e-mail. (The e-mail address is in figure 2.) In the interest of expediency, this method should be used.
- b. The employing organization mails the information to the ADC by *Bundespost*. The ADC mail address is in figure 2.

Aufsichts- und Dienstleistungsdirektion
Verteidigungslastenverwaltung
Firmennummer “..”, Lohnlisten Nr. “..”,
Postfach 3280
67620 Kaiserslautern
E-mail Adresse: avlkl@avl.rlp.de

Figure 2. ADC Address

SECTION III

TIME AND ATTENDANCE REPORT--AUTOMATED DAILY REPORT

15. PURPOSE

Weekly entries in the ULNTAP--

- a. Are used to generate and document the monthly T&A report.
- b. Allow for post audits of daily T&A data.
- c. Provide data for statistics.

16. COMPLETION

a. Timekeepers must make entries into the ULNTAP every week (for the period Monday through Sunday) when exceptions to the employee's regular pay and attendance occur and entries in the Code Hrs column are required.

(1) Supporting documents justifying absences or payments (for example, leave requests (AE Form 690-99G), sick-sips, AE Form 690-99J)) will be filed with the computer printouts of the daily T&A report.

(2) When the same pay code applies to several consecutive days or throughout the month, entries in the “from - to” date fields will be made to specify the time covered.

b. Entries showing annual leave for the current calendar year (*DEÜV* code “U”), for the previous year (*DEÜV* code “V”), and additional annual leave for severely handicapped personnel (*DEÜV* code “S”) will be made only for actual workdays. (If the workweek is Monday through Friday, no *DEÜV* entries are made for the weekend.)

c. Express hours in decimal figures. The smallest reportable decimal figure is 0.25, which equals 15 minutes. Smaller increments will be rounded up to 15 minutes. Only 15-minutes increments will be reported (for example, 12 minutes equals 0.25, 24 minutes equals 0.50, 38 minutes equals 0.75, 53 minutes equals 1.00). This applies to all pay codes where hours are reported.

d. The daily T&A report must include all required entries to receive a complete month-end report. The daily record must be printed and signed by the authorized supervisor at the end of the month before the month-end report is generated.

e. The Users Manual for the ULNTAP has detailed instructions on how to use the program.

f. *DEÜV* codes are in appendix B. Pay codes are listed and explained in appendix C.

SECTION IV

TIME AND ATTENDANCE REPORT--MONTH-END REPORT

17. PURPOSE

Data in the month-end report is used to report to the ADC the pay-affecting exceptions to an employee's regular attendance and performance.

18. COMPLETION

a. On the first workday of each month timekeepers must produce a printout of the month-end T&A report of the previous month and create a history and a so-called "CPO" disk for submitting data. This action will not be initiated before the daily T&A record of the previous month has been confirmed by the authorized supervisor and any discrepancies are corrected as requested by the supervisor (para 16d). Once the month-end report has been printed--

(1) The date in the database is set automatically to the following month. This will prevent modification of information.

(2) Changes to the closed month's information can be reported only by processing a Correction to Previous Month (para 20).

b. For employees separated or transferred during the month, a separate month-end report covering the employee's last month must be generated.

c. The Users Manual for the ULNTAP has detailed instructions for generating the month-end report.

d. *DEÜV* codes are in appendix B. Pay codes are listed and explained in appendix C.

19. TIMELY TRANSMISSION

a. The CPO disks (para 18a) will be submitted to the servicing CPAC or branch office not later than the second workday of each month. On receipt, the CPAC will transmit the T&A information to the ADC. Information on separated employees that arrives after the final transmission date set by the ADC will go to the payroll the following month. To prevent this delay, advance notification must be promptly sent to the ADC (sec II) and a hard copy of the month-end report must be enclosed with the advance notification.

b. When T&A information includes severity allowance, AE Form 690-99F (Daily Record of Work Performed Under Especially Severe Conditions (*Tagesnachweis von Arbeiten unter besonders erschwerten Bedingungen*)) must be completed and submitted to the Civilian Personnel Operations Center (CPOC) for review within 5 workdays. (The CPOC addresses are in figure 3.) The employing organization will be informed when any payment is not approved for a severity allowance. The employing agency will immediately correct T&A records.

c. Submission of hard-copy month-end reports to the ADC is not required except as stated in a above.

Military address:
Civilian Personnel Operations Center
Unit 29150
APO AE 09100

Bundespost address:
Civilian Personnel Operations Center
Hammonds Kaserne, Geb. 972
Badener Platz 1
68239 Mannheim-Seckenheim

Figure 3. CPOC Address

20. CORRECTIONS

If entries are found wrong or incomplete after a month-end report was generated, the timekeeper will process a "Correction to Previous Month." When this function is selected from the screen menu for the specific employee record and month, the information that was previously reported will appear on the screen. Timekeepers will change or complete the information as required. (The corrected month-end report will include all information on the employee concerned, not only corrections or additions.) The CPO disk with the corrected data will be sent to the servicing CPAC or branch office for electronic transmission.

SECTION V POST-AUDITS

21. PURPOSE

Audits will be made to assess and enforce future compliance of T&A documents with regulations, laws, and tariff provisions.

22. FREQUENCY

During the first month of a fiscal year, CPACs will establish an audit schedule to ensure each serviced organization is audited at least once every 2 years. The schedule will be sent to respective management officials of serviced organizations.

23. COVERAGE

Audits will be performed on a random basis. The audits will include--

- a. A review of T&A documents for compliance with the CTA II, applicable German labor laws, and USAREUR regulations.
- b. A comparison of the organization's file copies of monthly timesheets to daily attendance records.
- c. A review of supporting documents (for example, annual leave requests, sick-slips signed by a doctor).

24. REPORTS

Within 2 weeks after the beginning of the audit, the servicing CPAC will provide a written report on findings and recommendations to the management official of the audited organization. Recommendations will specify the date by which deficiencies must be corrected. The management official will be given 2 weeks to comment on the report. If the management official--

- a. Concur, the report is final.
- b. Does not concur, the servicing CPAC will provide a final report not later than 2 weeks after the statement of nonconcurrence was received. CPAC chiefs will meet with management officials of serviced organizations to present and discuss reports.

25. FOLLOW-UP ACTION

CPACs will take follow-up action to ensure recommendations are implemented properly and deficiencies are corrected.

APPENDIX A
MANAGEMENT CONTROL EVALUATION CHECKLIST FOR USE BY AGENCY AND CIVILIAN PERSONNEL
ADVISORY CENTER REPRESENTATIVES

TASK: Local National (LN) Time and Attendance (T&A) Data

SUBTASK: T&A Reporting and Control

THIS CHECKLIST: LN Pay

ORGANIZATION: _____

ACTION OFFICER: _____

REVIEWER: _____

DATE COMPLETED: _____

ASSESSABLE UNIT. The assessable units are the LN employing organization and the servicing civilian personnel advisory center (CPAC).

IMPLEMENTATION. Audits using this checklist must be conducted every 2 years. Negative responses must be explained in the remarks section.

EVENT CYCLE 1:

Complete the daily T&A report and attach supporting documents.

Step 1: Make daily entries to the T&A information in the USAREUR Local National Time and Attendance Program and print or complete the AE Form 690-99A-R (Record of Exceptions to Regular Pay and Attendance).

Risk: Incorrect or incomplete data will result in loss of accountability and produce incomplete month-end reports. Incomplete month-end reports may result in improper payment to employees.

Control Objective: Employees are paid in compliance with the Collective Tariff Agreement II (CTA II) and German labor laws.

Control Technique: Review entries and supporting documentation for compliance with relevant regulations, CTA II, and labor laws. Negative responses must be explained.

Test Questions:

1. Is a printout of the daily T&A report or of AE Form 690-99A-R available for employees who have reportable exceptions to their regular pay or attendance?

Response: YES _____ NO _____

Remarks: _____

2. Are the entries made according to USAREUR Regulation 690-99?

Response: YES _____ NO _____

Remarks: _____

3. Are the correct pay and *DEÜV (Datenerfassungs- und -übermittlungsverordnung)* (German Data Registration and Transmission Act) codes used to report events that affect pay and absences?

Response: YES _____ NO _____

Remarks: _____

4. Are the entries made according to CTA II, governing regulations, and applicable German labor laws?

Response: YES _____ NO _____

Remarks: _____

5. Was the daily report signed or initialed by the supervisor?

Response: YES _____ NO _____

Remarks: _____

6. Are all required supporting documents attached to the printout or form (for example, annual leave requests, sick-slip signed by a doctor, AE Form 690-99J (Claim Record and Voucher for One-Day Duty Travel and Duty Trips (*Forderungsnachweis und Abrechnung über eintägige Dienstreisen und -fahrten*)))?

Response: YES _____ NO _____ NA _____

Remarks: _____

7. Is the Reference column properly filled out for administrative leave and severity allowance?

Response: YES _____ NO _____ NA _____

Remarks: _____

8. Are documents justifying administrative leave attached?

Response: YES _____ NO _____ NA _____

Remarks: _____

9. Is another employee maintaining T&A data for the timekeeper?

Response: YES _____ NO _____

Remarks: _____

10. Has the timekeeper participated in a class for LN T&A reporting?

Response: YES _____ NO _____

Remarks: _____

11. Has a properly delegated authority signed the form or printout?

Response: YES _____ NO _____

Remarks: _____

12. Has the properly delegated authority attended the course on LN T&A reporting?

Response: YES _____ NO _____

Remarks: _____

13. Were advance notifications promptly submitted to the Administration of Defense Costs according to USAREUR Regulation 690-99, section II, to prevent over- or underpayments?

Response: YES _____ NO _____ NA _____

Remarks: _____

EVENT CYCLE 2:

Prepare the month-end report or complete AE Form 690-99B (German Time and Attendance Report) and submit T&A information on time.

Step 1: Consolidate and transfer each entry from AE Form 690-99A-R to AE Form 690-99B (only for manual reports).

Risk: Incorrect entries may cause employees to be paid inaccurately and result in funds being spent without a legal basis.

Control Objective: Report accurate and timely T&A data to avoid overpaying or underpaying employees.

Control Technique: Add the values reported by pay and *DEÜV* codes and review for correctness.

Test Questions:

1. Are all entries transferred from AE Form 690-99A-R to AE Form 690-99B?

Response: YES _____ NO _____ NA _____

Remarks: _____

2. Are values on AE Form 690-99B added and converted correctly?

Response: YES _____ NO _____ NA _____

Remarks: _____

3. Are overtime hours added correctly on AE Form 690-99B and identified using the proper percentage pay codes (*Rheinland-Pfälzisches Lohnprogramm (LOGA)* 250 through 262)?

Response: YES _____ NO _____ NA _____

Remarks: _____

4. Were severity-allowance payments verified by the Civilian Personnel Operations Center (CPOC)?

Response: YES _____ NO _____ NA _____

Remarks: _____

5. Has a properly delegated authority signed the T&A report (for works council members, the head of the employing organization)?

Response: YES _____ NO _____

Remarks: _____

6. Has the signing official attended a class that covered LN T&A reporting?

Response: YES _____ NO _____

Remarks: _____

7. Has the T&A report of the signing official been signed by another authorized official?

Response: YES _____ NO _____

Remarks: _____

8. Have extra reports been prepared for separated employees?

Response: YES _____ NO _____ NA _____

Remarks: _____

9. Were corrected copies of reports prepared and submitted on time to avoid over- or underpayments?

Response: YES _____ NO _____ NA _____

Remarks: _____

10. Does the supervisor maintain AE Form 690-99H (Annual Leave and Absence Record) for the control of annual leave?

Response: YES _____ NO _____

Remarks: _____

EVENT CYCLE 3:

Filing and disposing of T&A reports and supporting documents.

Step 1: File and dispose of printouts of the daily T&A record or AE Form 690-99A-R, the month-end T&A report or AE Form 690-99B, and supporting documents.

Risk: Improper filing and disposition may cause a loss of accountability and affect the ability of the CPAC staff to perform audits.

Control Objective: Documents must be easily accessible for control and audit purposes.

Control Technique: Take samples from the files and review them for compliance with filing and disposal instructions in UR 690-99.

Test Questions:

1. Are the forms filed in the official file system?

Response: YES _____ NO _____

Remarks: _____

2. Are documents required for grievance or court cases kept on file?

Response: YES _____ NO _____ NA _____

Remarks: _____

3. Were documents disposed of according to USAREUR Regulation 690-99?

Response: YES _____ NO _____ NA _____

Remarks: _____

APPENDIX B

GERMAN DATA REGISTRATION AND TRANSMISSION ACT CALENDAR AND ADVANCE NOTIFICATION CODES

Table B-1 explains *Datenerfassungs- und -übermittlungsverordnung (DEÜV)* (German Data Registration and Transmission Act) codes. The glossary explains abbreviations used in the table.

Table B-1 DEÜV Calendar and Advance Notification Codes		
Code	Description	Explanation, Comments, or References
1	Time before beginning of employment.	Do not enter if it is the last day of the month. To report a new employee when the appointment occurs during the month, report the period from the first of the month until the day the employee begins work. An advance notification to the ADC is required.
2	Time after ending employment.	Do not enter if the first day off the payroll is the first day of a month. If employment ends during the month, enter the period from the first day the employee is off the rolls until the end of the month. An advance notification must be submitted to the ADC in any case.
+	Termination by death.	Use the same procedure as for <i>DEÜV</i> code 2. An advance notification to the ADC is required.
A	Paid sick absence.	Enter days absent “From” – “To” exactly as shown on the sick-slip prepared by the doctor. If the period covered by the sick-slip includes days that the employee normally has off (such as Saturday, Sunday, holidays), “A” also must be entered for these days.
C	LWOP, first month (for example, from 15 May through 14 June).	Submission of advance notification to the ADC is required.
3	LWOP, from the beginning of the second month.	Submission of advance notification to the ADC is required.
D	Strike.	Strike for an indefinite period of time. Submission of advance notification to the ADC is required.
4	Unauthorized strike, from the beginning of the second month.	Submission of advance notification to the ADC is required.
E	AWOL, first month (for example, from 15 May through 14 June).	Submission of advance notification to the ADC is required.
5	AWOL, beginning with second month.	Submission of advance notification to the ADC is required.
F	Unpaid sick absence.	The ADC will provide this information.
G	Protection period -- maternity leave.	Mother Protection Law, Articles 3 and 6. Submission of advance notification to the ADC is required.
H	Military service, reserve exercise, or substitute service.	Includes reserve exercises or civilian-equivalent service (<i>Zivildienst</i>). Submission of advance notification to the ADC is required.
I	Parents leave.	Federal Child Care Allowance Act (<i>Bundeserziehungsgeldgesetz</i>), Article 15. Submission of advance notification to the ADC is required.
K	Caring for a sick child.	Up to 10 workdays per child under 13 may be taken by either parent each calendar year. Single parents may take 20 workdays each calendar year. If two or more children need parental care, up to a maximum of 25 days off may be taken during the calendar year (50 days for single parents) (Social Law Book V, Art 45). Use this code after the third workday following administrative leave under Article 28, paragraph 1b(3), of CTA II. Submission of advance notification to the ADC is required.
M	Prohibition of employment of expectant mothers.	Mother Protection Law, Article 3(1). Submission of advance notification to the ADC is required.
O	Administrative leave to take care of sick family member.	CTA II, Article 28, paragraph 1b(3). Submission of advance notification to the ADC is required.

R	Absence due to injury on the job or injury on the way to or from work.	Absence due to an injury on the job or an accident on the way to or from work. Submission of advance notification to the ADC is required.
S	Additional leave, severely handicapped.	Enter full days. If taken in fractions, enter when fractions add up to a full day. (CTA II, Art 34.)
T	Cure leave.	CTA II, Article 29, paragraph 5. Submission of advance notification to the ADC is required.
U	Annual leave, current calendar year.	Same as code S above.
V	Annual leave, previous calendar year.	Same as code S above.
X	Transfer or reassignment to another activity during the month.	To be entered by the gaining activity if the employee is transferred or reassigned during the month. Submission of advance notification to the ADC is required.
Z	Transfer or reassignment from another activity during the month.	To be entered by the losing activity if the employee is transferred or reassigned during the month. Submission of advance notification to the ADC is required.
9	Temporary disability retirement pay or expiration of pay entitlement from health insurance.	The ADC provides the information concerning the expiration of pay entitlement from health insurance. In case of a temporary disability, an advance notification must be submitted to the ADC.
0 (zero)	Absence of less than 1 day.	Report the number of hours using <i>DEÜV</i> code 0 (zero) and pay code 102. Submission of advance notification to the ADC is required.

APPENDIX C

PAY CODES TO REPORT ABSENCES, ALLOWANCES, AND SUPPLEMENTS

C-1. TABLE C-1

Table C-1 lists the authorized codes for recording and reporting absences, allowances, and supplements. The glossary explains abbreviations used in the table.

C-2. CODES 000 THROUGH 004

USAREUR developed codes 000 through 004. These codes are used for internal statistic and control purposes and will be used only on the daily time and attendance record created in the Local National Time and Attendance Program (ULNTAP) or on AE Form 690-99A-R (Record of Exceptions to Regular Pay and Attendance). They will not be transferred to the monthly report.

C-3. CODES 101 THROUGH 725

Codes 101 through 725 are identical with those of the *Rheinland-Pfälzisches Lohnprogramm (LOGA-System)* and will be used for the daily time and attendance record created in the ULNTAP or on both AE Form 690-99A-R and AE Form 690-99B (German Time and Attendance Report).

C-4. TABLE COLUMNS

Column H/D will show “H” when the pay code requires hours of absence to be reported, “D” for the number of days or occurrences, “km” for the number of reimbursable kilometers, and “DM” for deutsche mark amounts.

Table C-1			
Pay Codes To Report Absence, Allowances, and Supplements			
Code	H/D	Nomenclature	Description/CTA II, References
Internal USAREUR Codes			
001	H	Additional hours	Actual hours worked in addition to employee's regular daily schedule. (note 1)
002	H	Compensatory time	Time off to make up for additional hours worked. (note 1)
003	H	Previous month balance	Enter additional hours worked in the past not yet compensated for. Entry will be made on the first day of a month. (note 1)
004	H	Administrative leave	Must be requested by the employee and approved by the supervisor. Requires an entry in the Reference column of the daily time and attendance record created in the ULNTAP or on AE Form 690-99A-R. (note 1)
Unpaid Hours			
102	H	LWOP	Used for all unpaid absences of less than 1 day. Enter the number of hours and code 0 (zero) in the calendar that must be kept according to the <i>DEÜV</i> Calendar.
105	D	AWOL	Full days of unexcused absence. Advance notification to the ADC is required. Information on unpaid sick absence will be provided by the ADC to timekeepers of affected employing agencies. An entry in the <i>DEÜV</i> Calendar must be made (C, 3, D, 4, E, 5, F, G, H, I, K, or 9).
Paid Hours			
120	H	Compensatory hours	Report additional hours worked that do not qualify as overtime (for example, part-time employees who work more than their scheduled hours, but less than the regular 38.5-hour week) and hours worked according to the CTA II, Article 11, paragraph 2; Articles 12 and 13, paragraph 3b; and appendix T, Article 9, paragraph 1. (Notes 2 and 3 are examples for part-time and full-time employees respectively.)
Paid Absence			
180	H	Sick absence or cure leave	CTA II, Article 29. Report the actual number of full days the employee did not work because of sick or cure absence. Entries must include regular days off during that period. The ADC performs social insurance liaison services. The respective entry in the <i>DEÜV</i> Calendar is required (A, R, or T).
190	D	Annual leave	CTA II, Articles 33 and 34, appendix K-1, paragraph 8. Only full days of leave will be reported. There must be a corresponding entry (S, U, or V) in the <i>DEÜV</i> Calendar. Do not enter for regular days off.

620	H	Lump-sum payment in lieu of annual leave	Enter the number of hours of remaining annual leave reimbursable according to CTA II, Article 33, paragraph 7c.
624	D	Lump-sum payment in lieu of annual leave	Number of days of remaining annual leave reimbursable according to CTA II, Article 33, paragraph 7c. This pay code must be given in addition to code 620.
Allowances/Supplements Miscellaneous			
130	DM	Functional allowance	Armed Forces Recreation Center bus drivers who perform tourist-guide services.
146	DM	Commuter allowance (POV)	Entitlement according to UR 690-84. When a POV is used, the amount to be entered is calculated as follows: Authorized km times the number of days times DM 0.08. Entitlement according to UR 690-68. When a POV is used, the amount to be entered is calculated as follows: Number of authorized km times the number of days times DM 0.15.
554	DM	Commuter reimbursement (public transportation)	Enter the amount shown on the monthly ticket submitted by the employee if he or she is entitled to commuter allowance according to UR 690-68 or UR 690-84 and is using public transportation to travel to and from work.
230	D	Shift allowance	CTA II, Article 21, paragraph 3a (excluding H tariff).
232	D	Rotating-shift allowance	CTA II, Article 21, paragraph 3b.
234	H	Line allowance	CTA II, Article 21, paragraph 1b.
236	H	Performance allowance	CTA II, Article 21, paragraph 1a.
238	H	Production-line allowance	CTA II, Article 21, paragraph 1b.
Overtime Supplements (Note 4)			
250	H	Basic compensation (100 percent)	Use if overtime is not compensated for by time off.
252	H	25 percent	Granted for the first 5 overtime hours worked in a week (CTA II, Article 20, paragraph 1a(1)).
254	H	30 percent	Granted beginning with the 6th overtime hour in a week (CTA II, Article 20, paragraph 1a(2)).
Night-Work Supplement			
354	H	25 percent	CTA II, Article 20, paragraph 1b.
Sunday-Work Supplement			
360	H	25 percent	CTA II, Article 20, paragraph 1c.
362	H	50 percent	CTA II, Article 20, paragraph 1d.
Holiday-Work Supplement			
370	H	50 percent	CTA II, Article 20, paragraph 1e.
374	H	100 percent	CTA II, Article 20, paragraph 1f.
390	H	50 percent (teachers)	
On-Call Duty/Standby			
400	D	On-call -- C-7/ZB-8 and above, Monday through Friday	UR 690-69, paragraph 68a.
402	D	On-call -- all those not covered by code 400, Monday through Friday	UR 690-69, paragraph 68a.
404		On-call -- Saturdays/Sundays/holidays, C-7/ZB-8 and above	UR 690-69, paragraph 68a.
406	D	On-call -- all those not covered by code 404, Saturdays/ Sundays/holidays	UR 690-69, paragraph 68a.
410	D	On-call -- providing own vehicle, Monday through Friday	UR 690-69, paragraph 68d.
412	D	On-call -- providing own vehicle, Saturdays/Sundays/holidays	UR 690-69, paragraph 68d.
414	D	On-call -- exceeding 12 hours	UR 690-69, paragraph 68b.
24 December Supplements			
490	H	1200 - 1400, except appendix T	CTA II, Article 28, paragraph 5b.
491	H	1200 - 1400, appendix T	CTA II, T-I, paragraph 9a(1)(f).
492	H	170 percent -- appendix G	Subject to tax and social insurance contributions (S&S).
494	H	After 1400, except appendix T	CTA II, Article 28, paragraph 5b.
495	H	After 1400, appendix T	CAT II, T-I, paragraph 9a(1)(f).
496	H	170 percent -- appendix G	Not subject to tax and social insurance contributions (S&S).
CTA II, Appendix G			
010	H	Number of hours worked	Hourly paid employees only.
100	H	LWOP	Hourly paid employees only.

104	H	AWOL	Hourly paid employees only.
241	H	9 percent performance allowance	G-I, paragraph 8a(1).
242	H	18 percent performance allowance	G-I, paragraph 8a(1).
250	H	Basic compensation, 100 percent	Use if overtime is not compensated for by time off.
254	H	30 percent overtime supplement, day shift or early shift	G-I, paragraph 7(1)(a).
260	H	50 percent overtime supplement, late shift	G-I, paragraph 7(1)(a).
262	H	75 percent overtime supplement, night shift	G-I, paragraph 7(1)(a).
311	H	40 percent severity allowance	S-III, paragraph 2
313	H	60 percent severity allowance	S-III, paragraph 6.
351	H	25 percent night-work supplement (1900 - 2000)	G-I, paragraph 7(1)(b).
352	H	25 percent night-work supplement (2000 - 2400)	G-I, paragraph 7(1)(b).
355	H	52 percent night-work supplement (0000 - 0400)	G-I, paragraph 7(1)(b).
356	H	52 percent night-work supplement (0400 - 0600)	G-I, paragraph 7(1)(b).
364	H	115 percent Sunday-work supplement	G-I, paragraph 7(1)(c).
371	H	70 percent holiday-work supplement	G-I, paragraph 7(1)(e).
378	H	170 percent holiday-work supplement	G-I, paragraph 7(1)(f).
380	H	170 percent holiday-work supplement (1 May and 25 and 26 December)	G-I, paragraph 7(1)(f).
498	H	10 percent special Sunday supplement (Antrittsgebühr)	G-I, paragraph 8b(1).
499	H	20 percent special Sunday supplement (Antrittsgebühr)	G-I, paragraph 8b(1).
CTA II, Appendix H			
250	H	Basic compensation 100 percent (not applicable to managers)	Use if overtime is not compensated for by time off (H-1, paragraph 4b).
252	H	25 percent overtime supplement (not applicable to managers)	For the first 5 overtime hours worked in 1 week (Article 20, paragraph 1a(1)).
254	H	30 percent overtime supplement (not applicable to managers)	Beginning with the 6th hour per week (Article 20, paragraph 1a(2)).
721	D	Breakfast	Meals (H-I, paragraph 11b).
722	D	Lunch	Meals (H-I, paragraph 11b).
723	D	Dinner	Meals (H-I, paragraph 11b).
725	D	Full subsistence (721+722+723)	Meals (H-I, paragraph 11b).
514	DM	Service charges	The amount of service charges to be paid by the payroll office.
543	DM	Service charges	Service charges disbursed by NAFI directly to LN employees constitute regular wages under German Income Tax Law and are subject to regular tax and social security contributions. Enter only whole DM amounts.
CTA II, Appendix K			
420	D	Standby -- night, KD1-3, Monday through Friday	K-I, paragraph 4b.
422	D	Standby -- night, K6-9, Monday through Friday	K-I, paragraph 4b.
424	D	Standby -- night, K1-5, Monday through Friday	K-I, paragraph 4b.
426	D	Standby -- night, KD1-3	K-I, paragraph 4b.
428	D	Standby -- weekend, K6-9	K-I, paragraph 4b.
430	D	Standby -- weekend, K1-5	K-I, paragraph 4b.
440	D	On-call -- night, KD1-3	K-I, paragraph 4b.
442	D	On-call -- night, K6-9	K-I, paragraph 4b.
444	D	On-call -- night, K1-5	K-I, paragraph 4b.
446	D	On-call -- weekend, KD1-3	K-I, paragraph 4b.
448	D	On-call -- weekend, K6-9	K-I, paragraph 4b.
450	D	On-call -- weekend, K1-5	K-I, paragraph 4b.
CTA II, Appendix M			
480	D	Workday	Maneuver compensation.
482	D	Sunday or holidays	Maneuver compensation.
484	D	Without time off	Maneuver compensation.
486	D	Less than 8 hours	Maneuver compensation.
487	D	Equal to and more than 8 but less than 14 hours	Maneuver compensation.
488	D	Equal to and more than 14 hours	Maneuver compensation.
489	D	A full calendar day	Maneuver compensation.
CTA II, Appendix P			

250	H	Basic compensation, 100 percent (monthly overtime hours)	P-I, paragraph 5a, for employees identified in P-I, paragraph 1b.
256	H	35 percent overtime supplement	Paragraph 13a(1).
362	H	50 percent Sunday-work supplement	Article 20, paragraph 1d, and appendix P-1, paragraph 13a(2).
374	H	100 percent holiday-work supplement	Article 20, paragraphs 1f and 13a(3), and appendix P-I, paragraph 13a(3).
668	H	Semiannually (quarterly for works security personnel and guards)	Overtime, basic compensation (P-I, paragraph 5a).
669	H	35 percent overtime supplement (semiannually) (quarterly for works security personnel and guards)	P-I, paragraph 13a(1).
One-Day Duty Travel			
554	DM	Public conveyances	Appendix R-II, paragraph 1.
556	DM	Family trips (The number of km traveled with POV times DM 0.42 must be reported.)	Appendix R-XI, paragraph 8; UR 690-68, paragraph 7c.
558	km	Number of km traveled with a POV	Appendix R-II, paragraph 2a.
559	km	Number of km traveled with a motorcycle	Appendix R-II, paragraph 2a.
560	km	Number of kilometers traveled with a POV multiplied by number of passengers	Appendix R-II, paragraph 2b.
571	D	R8 (more than 8, but less than 10 hours)	R-V, paragraph 1.
572	D	R8 (beginning with 10 and up to 12 hours)	R-V, paragraph 1.
573	D	R12 (beginning with 12 and up to 14 hours)	R-V, paragraph 1.
574	D	R12 (beginning with 14 hours)	R-V, paragraph 1.
579	DM	Miscellaneous expenses	Appendix R-I, paragraph 4d.
CTA II, Appendix S, Severity Allowance			
298	H	5 percent	Coldstores Kaiserslautern (local agreement).
300	H	8 percent	
302	H	10 percent	Coldstores Kaiserslautern.
304	H	15 percent	
306	H	20 percent	
308	H	25 percent	
310	H	30 percent	
312	H	50 percent	
314	H	100 percent	
320	H	DM 0.30 per hour	
322	H	DM 0.40 per hour	
324	H	DM 0.60 per hour	
326	H	DM 1.00 per hour	
CTA II, Appendix T			
120	H	Basic compensation (38.5 – 40 hours)	T-I, paragraph 3(1)(b).
250	H	Basic compensation, 100 percent	Use if overtime is not compensated for by time off.
252	H	25 percent overtime supplement	Paragraph 9a(1)(a)(1).
258	H	40 percent overtime supplement	Paragraph 9a(1)(a)(2).
357	H	50 percent night-work supplement (0000 – 0400)	T-I, paragraph 9a(1)(b).
358	H	50 percent night-work supplement	Paragraph 9a(1)(b).
366	H	100 percent Sunday-work supplement	Paragraph 9a(1)(c).
372	H	75 percent holiday-work supplement (with compensatory time off)	Paragraph 9a(1)(e).
376	H	150 percent holiday-work supplement	Paragraph 9a(1)(f).
377	H	150 percent holiday supplement (1 May and 25 and 26 December)	T-I, paragraph 9a(1)(f).
491	H	24 December supplement, 1200 – 1400	Paragraph 9a(1)(f).
495	H	24 December supplement, after 1400	Paragraph 9a(1)(f).
CTA II, Appendix Z			
460	D	Standby duty, night	Z-I, paragraph 3b.
462	D	Standby duty, Saturday	Z-I, paragraph 3b.
464	D	Standby duty, Sunday	Z-I, paragraph 3b.
466	D	Standby duty, Sunday night	Z-I, paragraph 3b.
468	D	Standby duty, weekend (462+464+466)	Z-I, paragraph 3b.
711	D	Appendix Z, Breakfast	UR 600-437.
712	D	Appendix Z, Lunch	UR 600-437.
713	D	Appendix Z, Dinner	UR 600-437.

715	D	Full subsistence (711+712+713)	UR 600-437.
CTA II, Appendix B			
AAFES-Eur			
231	D	Shift allowance, DM 4 per shift	B-I, paragraph 3c(1).
233	D	Rotating-shift allowance, DM 8 per shift	B-I, paragraph 3c(2).
361	H	Sunday supplement 30 percent, managers	T-tariff.
375	H	Holiday supplement 125 percent, managers	T-tariff.
538	D	Noon meals	
<p>NOTES: 1. Codes 001 through 004 will not appear on the month-end report created in the ULNTAP and will not be entered on AE Form 690-99B.</p> <p>2. Part-time employee: example 1, employee worked 23 hours instead of the regular 20 hours during the workweek: <i>LOGA</i> code 120 = 3.00 (basic compensation); example 2, employee worked 21 hours instead of the regular 20, and the additional hour was worked on a Sunday: <i>LOGA</i> code 120 = 3.00 (basic compensation according to CTA II, Article 12, paragraph 3b) plus pay code 362 = 3.00 (Sunday supplement). For part-time employees who worked additional hours on Sundays or holidays or both, those hours must always be reported with pay code 120 and the applicable code for pay supplement.</p> <p>3. Full-time employee: example, employee worked 1 hour overtime on Sunday: <i>LOGA</i> code 250 = 1.00 (basic compensation for overtime), <i>LOGA</i> code 252 = 1.00 (overtime supplement), <i>LOGA</i> code 120 = 2.00 (basic compensation for compensatory hours according to CTA II, Article 12, paragraph 3b), and <i>LOGA</i> code 362 = 3.00 (Sunday supplement according to CTA II, Article 12, paragraph 3b).</p> <p>4. The month-end T&A report is generated from entries recorded in the daily T&A record. Since overtime supplements are not determined based on the daily workhours, entries for codes 252 through 262 must be entered each week (for Monday through Sunday). Overtime hours worked during the previous week (from Monday through Sunday) should be entered on the following Monday. When T&A reports are prepared manually, codes 250 through 262 are for use only on the AE Form 690-99B. See code 001 for additional hours worked on a specific day.</p>			

APPENDIX D

CONTINGENCY PROCEDURES IN CASE OF COMPUTER FAILURE (MANUAL PROCEDURES)

D-1. AE FORM 690-99A-R

a. Purpose. AE Form 690-99A-R (Record of Exceptions to Regular Pay and Attendance) may be used only as a contingency measure if all automated means of reporting are not functioning. The AE Form 690-99A-R will be used to provide supporting information for the time and attendance (T&A) report. As soon as systems are operational, the data prepared manually will be entered in the USAREUR Local National Time and Attendance Program (ULNTAP). This later entry is necessary to update the database and ensure correctness of annual leave accounts. The data entered later will not be submitted electronically.

b. Completion.

(1) Timekeepers must complete AE Form 690-99A-R if there are exceptions to the employee's regular pay or attendance and entries in the Code Hrs column are required. Timekeepers also must complete AE Form 690-90A-R for entering data after data-processing systems are operational again. Pay codes 250 through 262 will not be entered. Pay codes 250 through 262 will be entered only on the month-end T&A report (AE Form 690-99B (German Time and Attendance Report)), because overtime supplements are computed on a weekly basis (Monday through Sunday) and not based on daily workhours. Pay code 001 is for additional hours worked on a specific day (table C-1).

(2) No entries are required when the same pay code applies throughout the month. In this situation, the applicable entries are required only on the month-end T&A report (AE Form 690-99B).

(3) Table D-1 provides instructions for completing AE Form 690-99A-R.

(4) Appendix B provides *Datenerfassungs- und übermittlungsverordnung (DEÜV)* codes. Appendix C provides pay codes.

D-2. AE FORM 690-99B

a. Purpose. AE Form 690-99B will be used only as a contingency measure to report employees' exceptions to regular attendance and performance to the Administration of Defense Costs (ADC) if all automated means for reporting this information fail. All data reported manually will be entered in the ULNTAP as soon as systems are operational.

b. Completion.

(1) Timekeepers will complete AE Form 690-99B in two copies on the 1st workday of the month for the previous month. Information from printouts of the daily report or AE Form 690-99A-R will be consolidated and transferred to the Code Total column and the *DEÜV* Calendar of AE Form 690-99B.

(2) Table D-2 provides instructions for completing AE Form 690-99B.

(3) Appendix B provides *DEÜV* codes. Appendix C provides pay codes.

c. Submission.

(1) T&A reports will be mailed to the ADC at the address shown in this regulation, figure 2, by the 2d workday of the month. Reports that include severity-allowance payments must be mailed by the 5th workday of the month.

(2) The employing organization will send the report directly to ADC.

(3) When a T&A report includes severity allowance, AE Form 690-99F (Daily Record of Work Performed Under Especially Severe Conditions (*Tagesnachweis von Arbeiten unter besonders erschwerten Bedingungen*)) must be completed and sent to the Civilian Personnel Operations Center (CPOC) (to the address in this regulation, figure 3) for review within 5 workdays after the end of the respective month. The CPOC will notify the employing organization if severity allowances will not be granted. Once notified by the CPOC, the employing organization will take immediate action to correct the T&A report.

Table D-1 provides instructions for completing AE Form 690-99A-R. Table D-2 provides instructions for completing AE Form 690-99B. The glossary explains abbreviations used in these tables.

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Table D-2	
Instructions for Completing AE Form 690-99B	
Column	Instructions
Month and Year	Example: 09/01 for September 2001.
Payroll Number	Assigned by ADC, up to three digits.
Employing Organization	The smallest unit should be a branch-size organization.
Corrected Copy	Cross-mark if applicable.
Employee Name and Number	List all employees of the organization who are on the same payroll in alphabetical order. First enter the employee's last name on the upper line, followed by the first name. On the lower line enter the ADC-assigned employee number.
Code Total	Enter the applicable code on the upper line and the total on the lower line. All fields in the total line must be filled in if a code is entered. Enter a 0 (zero) in fields that remain blank. If days or occurrences are reported, enter them in the first three fields. Express total hours as decimal figures. The smallest reportable decimal figure is 0.05, which equals 3 minutes. Smaller increments will be rounded. This regulation, appendix C, lists codes.
DEÜV Calendar	Enter absences if they are for a full day and for only one reason (that is, if only one code applies). Partial days of absence will be reported using DEÜV code 0 (zero) and pay code 102. This regulation, appendix B, lists codes.
NOTES: 1. Unused columns for Employee Name And Number and Code Total are to be lined through in such a way that will not allow additional entries to be made at a later date. 2. If the number of Code Total columns is not enough for one employee, entries may be continued on the next line. When this is necessary, the employee's name and number must be repeated on the second line. 3. Columns not listed are self-explanatory.	

GLOSSARY

SECTION 1

ABBREVIATIONS

AAFES-Eur	Army and Air Force Exchange Service, Europe
ADC	Administration of Defense Costs
AWOL	absent without leave
CG, USAREUR/7A	Commanding General, USAREUR/7A
CPAC	civilian personnel advisory center
CPOC	Civilian Personnel Operations Center
CTA II	Collective Tariff Agreement II
DEÜV	<i>Datenerfassungs- und -übermittlungsverordnung</i> (German Data Registration and Transmission Act)
DM	deutsche mark
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
km	kilometer
LN	local national
LWOP	leave without pay
NAFI	nonappropriated fund instrumentality
POV	privately owned vehicle
SHA	Severely Handicapped Act
S&S	Stars and Stripes
T&A	time and attendance
TDY	temporary duty
ULNTAP	USAREUR Local National Time and Attendance Program
UP	USAREUR pamphlet
UR	USAREUR regulation
U.S.	United States
USAREUR	United States Army, Europe

SECTION II

TERMS

Controlling and Service Directorate, Administration of Defense Costs

The payroll office for local national employees in Germany, located at Europaallee 7, 67657 Kaiserslautern.

***Datenerfassungs- und -übermittlungsverordnung* Calendar**

A calendar for entering certain occurrences (mainly absences) according to the *Datenerfassungs- und -übermittlungsverordnung* (DEÜV) (German Data Registration and Transmission Act) and reporting them to the social insurance carrier.

employing organization

The smallest organizational entity, a branch-size organization.